



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

NURSE PERMITTEE

Class No. 004521

■ CLASSIFICATION PURPOSE

Under immediate supervision, to provide skilled professional nursing care to children, adolescents and/or adult patients and inmates in dispensaries, clinics and hospitals; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class are found in the Health and Human Services Agency (HHS) and the Sheriff's Department. Incumbents may be assigned to a geriatric/long-term rehabilitation hospital, a mental health facility, a public health clinic, a jail or correctional institution. Incumbents in this class work under the immediate supervision of a registered nurse pending the issuance of California Registered Nurse license. This class differs from the next higher-level class in this series, Staff Nurse I, Psychiatric Nurse I or Sheriff's Detentions Nurse, in that the latter are licensed Registered Nurses.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

1. Plans and provides nursing care for patients.
2. Observes, identifies, interprets, records and reports changes in patients' conditions.
3. Administers medications and treatment.
4. May contact patients' relatives to obtain relevant medical information.
5. Administers emergency care and arranges further medical attention when necessary.
6. Nurses at correctional facilities assist physicians with a sick call from inmates.
7. Provides responsive, high quality service to County employees, patients, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles and practices of nursing i.e., anatomy, physiology, microbiology, social and legal aspects of nursing, nutrition and pharmacology.
- Medical procedures, medications and equipment in current use.
- Patient safety and facility security policies and procedures.
- Emergency medical procedures.
- Common illnesses, diseases, disabilities, injuries and behavior patterns related to geriatric patients, psychiatric patients and inmates.
- Motivational and rehabilitation techniques as they relate to psychiatric and/or long-term care/geriatric patients.
- County customer service objectives and strategies.

Skills and Abilities to:

- Develop appropriate nursing care plans.
- Observe, assess and evaluate patient's behavior, medical condition and care.
- Respond appropriately to medical and institutional emergencies.
- Prepare and maintain accurate records, charts and reports on patients' activities and care.
- Communicate effectively with patients and their families.

- Coordinate patient care and treatment with other staff disciplines, law enforcement officers, etc.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in stressful situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is:

1. Graduation from an accredited school or certified equivalency for foreign studies in nursing.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Frequent: walking, standing, neck and waist bending, climbing, repetitive use of hands, power hand grasping, and reaching above and below shoulder level. Occasional: sitting, squatting, kneeling, neck and waist twisting, and hand pushing and pulling. Operating assigned equipment and machinery. Must be able to lift up to 11 lbs., and occasionally 50 lbs.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Applicants must have applied for licensure as a Registered Nurse in the State of California and have obtained an "interim permit" in accordance with the California Business and Professional Code, Section 2732.15. Employees hired in with an interim permit are subject to termination upon expiration of the "interim permit" if a California Registered Nurse License has not been obtained.

Certification/Registration

Valid CPR card is required by the time of appointment and must be maintained throughout employment in this position.

Working Conditions

May be exposed to patients with communicable diseases and persons that may be potentially hostile.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: May 13, 1982
Revised: May 1982
Reviewed: Spring 2003
Revised: March 23, 2004
Revised: March 31, 2006